

INSTRUCTIONS FOR COMPLETION OF FINGERPRINT CARDS

1. **PROCESSING OF THE CARDS OFTEN TAKES 3 TO 4 MONTHS – PLEASE DO THIS FIRST.**
2. All applicants must complete **TWO (2)** fingerprint cards (Form FD-258) provided by NSBAT or you may acquire cards from any law enforcement agency. The cards must have all information typed or printed in black ink. If you use cards from another law enforcement agency, the cards must be white with blue lines and must include these numbers in the correct places:
Please note the code for “Reason Fingerprinted” should be different on each card. One card should have NRS179A.100 and the other should have NRS179A.210. Do not put both codes on both cards.

Reason Fingerprinted	Miscellaneous No. MNU	ORI – NV0131700
NRS179A.100	881086	ST HWY PAT
NRS179A.210		CARSON CITY, NV
3. Complete **ALL** highlighted and requested information blocks on both cards. Cards without all information blocks completed are considered “incomplete” and will be returned to the applicant. The descriptive information must be complete and legible, especially the date of birth.
4. Any law enforcement agency (highway patrol, police, sheriff) can place your fingerprints on the cards and complete the remaining required information. Fingerprinting may also be done by a medical facility that has the appropriate equipment and staff trained/certified by the State of Nevada Records and Identification Services.
5. **MAKE CERTAIN:**
 - ⇒ Both fingerprint cards are completed with legible fingerprints
 - ⇒ Descriptive information is complete and legible in black ink
 - ⇒ Both cards are signed by the appropriate persons (applicant and official)
6. Send the **two (2)** completed fingerprint cards and the processing fee of **\$45.00*** to:

State of Nevada
Criminal History Repository
808 W. Nye Lane
Carson City, NV 89703
7. *Payment must be in the form of a money order. Payment should be made to the order of the **Nevada Highway Patrol**. Do not send personal checks. Do not send the completed cards or fee to the Nevada State Board of Athletic Trainers.
8. The Nevada State Board of Athletic Trainers will be notified of the fingerprint review.

BECAUSE IT MAY TAKE UP TO 4 MONTHS TO EVALUATE YOUR FINGERPRINTS, IT IS RECOMMENDED YOU FINGERPRINT FIRST THING IN THE APPLICATION PROCESS.